



**JUSTICE AND PUBLIC SAFETY
CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
3-JTS-1A-11, 17, 19
3-JDF-1A-13, 21, 22
3-JCRF-1A-03, 12, 13; 1C-01;
3A-01
1-JDTP-1A-10, 16
1-JBC-1A-06, 1A-14
2-CO-1A-05, 09, 25
1-CTA-1A-03, 12

CHAPTER: Administration

AUTHORITY: KRS 15A.065

**SUBJECT: Promulgation and Revision of Department
Policy**

POLICY NUMBER: DJJ 100.1

TOTAL PAGES: 6

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

, COMMISSIONER

I. POLICY

A manual of uniform policies and procedures expressing Department of Juvenile Justice (DJJ) philosophy, goals, and operational procedures shall be developed and maintained. The manual of policies and procedures for the Department shall be accessible to all employees and to the public. The manual shall be reviewed at least annually and updated as needed.

II. APPLICABILITY

This policy shall apply to all staff, volunteers, contractors, facilities, and offices of the Department.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. The Division of Program Services shall provide oversight and coordination of the development, review, revision, and distribution of the Department of Juvenile Justice Policy and Procedures (DJJPP) manual. The agency shall establish policies and procedures for the achievement of the Department's administrative and functional goals.
- B. Staff shall be encouraged to participate actively in the development and review of policy and procedure and agency forms. Staff shall be notified of the annual review schedule by the Division of Program Services.
- C. Each DJJPP chapter shall include the following sections:
 - 1. Section I: Policy Statement. This section shall set forth the general purpose of the policy and outline the Department's general expectations.

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2. Section II: Applicability. This section shall outline all applicable persons or programs.
 3. Section III: Definitions. This section shall refer staff to the definitions chapter that defines terms that may not be generally understood by the reader of the policy.
 4. Section IV: Procedures. This section shall outline general procedures that are to be followed by DJJ staff, volunteers, and contractors in implementing the policy and any requirements that apply to DJJ youth.
 5. Section V: Monitoring Mechanism. This section outlines the organizational units responsible for monitoring activities related to and any time frames required by the policy to ensure that the policy is being implemented.
 6. The header of each policy shall identify the Kentucky Revised Statute (KRS) which authorizes the promulgation of the policy, the American Correctional Association (ACA) accreditation standards relating to the policy, the policy chapter, subject, policy number, the name of the Commissioner under which the policy was promulgated, and effective date.
- D. Once promulgated, policy shall remain in effect until revised or deleted by action of the Commissioner or approval by the Legislative Research Commission (LRC).
- E. DJJ policy shall comply with applicable federal and state laws.
- F. Policy Review and New Policy Proposal
1. DJJPP shall be reviewed annually by chapter to ensure it remains accurate and appropriate and contributes to the effective operation of the Department.
 2. DJJ staff may submit a recommendation for new policy or revision of existing policy outside of the established policy review schedule. The recommendations and suggestions shall be forwarded through the chain of command to the Division Directors.
 3. Upon approval, the Division Director shall forward the recommendations and suggestions to the Division of Program Services
 4. A workgroup consisting of representatives designated by the Division Directors shall be convened to review respective chapters.
 5. The Commissioners office shall designate a core group of members from within the Department. The core group shall review the proposed draft revisions by the work group members and prepare the policies for submission to the Commissioner's office. The members of the core group shall include:

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- a. Office of Legal Counsel;
 - b. Quality Assurance (QA) Branch;
 - c. Residential facilities;
 - d. Community and Mental Health Services; and
 - e. Policy staff from the Division of Program Services.
6. Prior to final approval by the Commissioner, the Deputy Commissioners shall review all revised policies. The Commissioner shall be the final approval authority on all new policy development or revisions.
7. Table 1 provides timeline guidance for the review and revision of DJJPP.

ACTION	Days until Filing with LRC
Division of Program Services shall schedule and publish review dates to ALL DJJ Staff.	Every Jan
Division Directors shall solicit comments or conduct internal meeting/discussion on section/chapters which fall under their responsibility (reminded by policy specialist)	150 Days
Division of Program Services, Policy Staff shall request nominees to be Workgroup members from Division Directors.	120 Days
Quality Assurance Branch shall be notified of start date of the revision process on Chapters/Sections.	120 Days
Workgroup members shall be notified of scheduled meetings and the required time needed for revisions for a particular Chapter/Section	112 Days
Workgroup members meetings shall be at a maximum of a 6 to 8 week period (42 - 56 day), based on budgetary constraints.	105-49 Days
Policy Staff shall edit for correct LRC formatting and electronically forward to Core Group for review	49-42 Days
Core Group shall meet as needed for editing and APPROVAL	42-28 Days
Deputy Commissioners shall review for APPROVAL	28-21 Days
Legal documents completed: Summary Sheet, Regulatory Impact Analysis and Tiering Statement, Fiscal Note on State or Local Government and dates set for the Public Hearing and Public Comment Period	28-21 Days
Commissioner shall review for FINAL APPROVAL	21-14 Days
Policies forwarded to Cabinet for REVIEW	14 Days
Filed by Noon per LRC monthly schedule (If Applicable)	0 Days

TABLE 1. Time Table Guidance.

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- G. The Director of Program Services shall forward a copy of the policies approved by the Administrative Regulation Review Subcommittee to the Executive Staff 30 days prior to the effective date for dissemination to appropriate staff to prepare for implementation.
- H. The Director of Program Services and Division Directors shall collaborate to ensure training for the respective new or revised policy occurs prior to the effective date.
- I. The Commissioner's office shall disseminate new or revised policy to all staff on the effective date. The Division Director of Program Services or designee shall ensure policies are posted for public access.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Division of Program Services and the Commissioner's Office.